



HIGHWOOD PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 18th July 2022 @ 7.30pm
Meeting held in Highwood Village Hall (foyer)

THE CHAIRMAN TO REQUEST MOBILE PHONES ARE SWITCHED OFF/TURNED TO SILENT MODE

Cllr. T. Horsnell (Acting Chair)	Cllr. P. Latham	Cllr. D. Cameron
Cllr. U.Maher	Cllr.K. Latham-Pearmain	Karen Kuderovitch - Clerk
Cllr. S. Maclean		

A decision made **Expenditure decision**

18/22.	Declaration of Interests/Recording at Meetings All Members were reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her about it. The Chairman gave members the opportunity to declare any interests and note them. Councillors/Members of the Public to declare their intention to record the Meeting. <i>Cllr. K. Latham-Pearmain & Cllr. P. Latham declared a pecuniary interest in Planning Application 22/01271/LBC</i>
19/22.	Apologies for Absence Clerk - unwell, Cllr. S. Gill – family commitments, Cllr. M. Steel & Cllr. N Chambers.
20/22.	Minutes The Minutes of the Parish Council Meeting of 16 th May 2022 were approved and signed.
21/22.	Cllr. Mike Steel/Cllr. Nicolette Chambers
22/22.	Public Forum The Chairman allowed a maximum of 15 Minutes for the Public to address the Council. No members of the public present.
23/22.	Review of Community Projects/Action Plan for 22/23 Councillors reviewed the Action Plan. Council discussed whether to make an expression of interest to the Community Initiatives Fund (by August 2022). <i>It was resolved</i> to submit an expression of interest to the CIF Funds for a Sensory Garden for the play area at the rear of the Highwood Village Hall. The Church was decided upon as not an option to be pursued. Vehicle Activated Sign – a discussion took place about a license application in Edney Common (existing site), & second site – 1 location front of the houses Company has been chosen to supply them – not ordered yet. Clerk to pursue the license application. A brief discussion took place about Highways land @ Edney Common (pathway). Next Agenda item. Build outs at the school – site line query. Clerk to make a request to Highways to replace with tabletop speed bump to improve the safety.

Clerk: Mrs K. Kuderovitch. Postal Address: Springfields, Crows Lane, Woodham Ferrers, Essex
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24/22.	Public Consultation Policy 🇬🇧 Deferred to next meeting.
25/22.	Reports from Representatives <ul style="list-style-type: none">• School Liaison – new dog bin installed at the School.• Play Area – Cllr. Steve Maclean reported on the play area inspection report, Clerk to action.• Environment
26/22.	Finance 🇬🇧 📄 a) Approval of the Annual Governance Statement for 21/22 Section 1- it was resolved to approve & sign the documents by the Clerk/Chairman. b) Approval of the Annual Accounting Statements for 21/22 – Section 2- it was resolved to approve & sign the documents by the Clerk/Chairman. c) Review of the Financial Risk Assessment – deferred. d) Clerk to present Bank Reconciliation/Bank Statements for end of May/June 2022 - deferred e) Council reviewed the Internal Audit Report for 21/22 and noted the recommendations. Clerk to action. f) External Audit Report to PKF Littlejohn – all documents submitted. g) Council to review the 1 st Quarter 22/23 Budget Review - deferred. h) Council reviewed the comments cards & approved the expenditure of £38. i) Review of payments – to be presented at the meeting - deferred.
27/22.	Planning 🇬🇧 22/01271/LBC Address: Montagues Farm Cottage Loves Green Highwood Chelmsford Description of works: Removal of existing single storey side store, construction of a two-storey side extension. PC: No comments 22/01270/FUL Address: Montagues Farm Cottage Loves Green Highwood Chelmsford Description of works: Removal of existing single storey side store, construction of a two-storey side extension PC: No comments 22/01033/FUL - for info – responded under delegation policy - supported Address: Summerfields Loves Green Highwood Chelmsford Description of works: Single storey front extension, relocation of front entrance door and pitched roof to replace flat roof over existing single storey element Reference: 22/01316/FUL Address: Land West Of Hands Farm Radley Green Road Highwood Ingatestone Description of works: Retrospective application for the change of use of the existing buildings (units 1 and 2) from Class B1 to a car sales showroom (Sui Generis Use) and a car repair workshop (Class B2).

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	PC: No objections
28/22.	General Village Items/Information <ul style="list-style-type: none">• Review of Rospa Play Area Reports – Clerk to action remedial works & make investigations with Sovereign re the Thumper Tower. Edney Common – works required/investigate play mats for swings.• Noticeboards – Edney Common/Ingatestone Road. Refurbishment & replacements being arranged. It was suggested residents can also post notices.• Hedges/pathways - poor condition, Clerk to contact Highways with locations discussed.• August recess – urgent business only.• Contact from residents – substation overgrown - to be investigated.• Newsletter – August edition in progress, awaiting final inserts.• Meeting dates 22/23. Clerk to publish.• Clerk/Councillors were offered the opportunity to share any further information/suggestions. Jubilee bookmarks to be given to the school in September & apologies sent for the delay.
	THE FOLLOWING ITEM WAS CONFIDENTIAL – COUNCILLORS TOOK A VOTE TO EXCLUDE PRESS & PUBLIC 🙅📺
29/22.	<ul style="list-style-type: none">• Sale of Garages – Council expressed concerns about the length of time the transactions are taking. Clerk to advise Solicitor that Council wishes to see progress within 28 days.• Allotment site at Radley Green – after discussion, it was resolved to advertise in the August Newsletter for suggestions for use/possible rental.• Report from Personnel Committee Chairman – a meeting date to be set (suggested 8th August).

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